

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN10-54

Date: April 12, 2011

Expiration Date: 5/12/13

69:233:ab:14528

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CTB REPORTING REQUIREMENTS FOR ON-LINE TRAINING

The purpose of this Information Notice is to remind staff in the One-Stop Career Centers of the reporting requirements for California Training Benefits (CTB) program participants enrolled in on-line training courses.

The CTB program allows eligible Unemployment Insurance (UI) claimants the opportunity to receive UI benefits while attending job training. Claimants approved for CTB participation are exempt from the usual availability and seek work requirements.

Claimants are required to report training, including on-line training, to the Employment Development Department within the same week they begin attending. When responding to claimants' inquiries regarding whether to report on-line training on their Continued Claim Forms, staff should advise claimants to report the training and either submit an EDDCOMM message or contact the Department by telephone to provide additional information including: the dates and times of attendance, the beginning and ending dates of training, and if the courses are self-paced or scheduled, including whether the training is short-term, temporary, or ongoing.

Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) program representatives who authorize training for claimants must continue to use the CTB Streamline processes and submit the training information directly to the UI Branch to expedite the CTB approval process. On-line training can be automatically approved for CTB if the training is authorized by a WIA or TAA program representative.

For additional information regarding the benefits of the CTB program, please refer to the [CTB Program Fact Sheet](#).

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division